

Cost Classification Table for Selected W-2 & Related ProgramTasks or Activities by CARS / CORE Codes

Description of Task or Activity	Adm 8000	Program Elig 8001	W-2 Work Activ (2002) 8001	W-2 Educ (2003) 8001	W-2 Fam Pres (2004) 8001	W-2 Post-Empl Svcs (2005) 8001	W-2 FSET Adm or Pgm 2007	Refugee WAHMA Grant	Refugee E&T Adm 8133	FSET Supp 8336
Conducting or participating in a fact-finding hearing related to basic TANF eligibility	x									
All other tasks related to basic TANF eligibility	x									
Preparation of W-2 or other program plans or proposals, budgets and schedules.	x									
Prevention of financial or programmatic fraud, abuse, waste or mismanagement in W-2 or other programs.	x									
Procurement or purchasing of W-2 or other goods and services.	x									
Services related to accounting, litigation, audits and audit resolution, management of property, payroll and personnel.	x								x	x
Conducting or participating in a fact-finding hearing related			x	x	x	x				

to W-2 program participation, benefits or working conditions. *										
Description of Task or Activity	Adm 8000	Program Elig 8001	W-2 Work Activ (2002) 8001	W-2 Educ (2003) 8001	W-2 Fam Pres (2004) 8001	W-2 Post-Empl Svcs (2005) 8001	W-2 FSET Adm or Pgm 2007	Refugee WAHMA Grant	Refugee E&T Adm 8133	FSET Supp 8336
Any of the above administrative tasks related to FSET (instead of TANF / W-2)							X			X
Any of the above administrative tasks related to Refugee E&T (instead of TANF / W-2 or FSET)								X	X	
Preparing, reviewing or approving W-2 program benefit extension requests.			X							
Preparing, reviewing or approving W-2 participant work support requests.*			X			X				
Preparing, reviewing or approving W-2 participant emergency assistance requests. *			X			X				
Preparing, reviewing or approving W-2 participant Employability Plans or updates. *			X			X				

Conducting or reviewing case management of W-2 participants, or records related to case management activities. *			X	X	X	X				
Description of Task or Activity	Adm 8000	Program Elig (2001) 8001	W-2 Work Activ (2002) 8001	W-2 Educ (2003) 8001	W-2 Fam Pres (2004) 8001	W-2 Post-Empl Svcs (2005)	W-2 FSET Adm or Pgm 2007	Refugee WAHMA Grant	Refugee E&T Adm 8133	FSET Supp 8336
Attendance at “Staffings” (a/k/a Multidisciplinary Team or M-Team meetings, or other terms describing staff meetings at which services to W-2 participants are discussed).*			X	X	X	X				
Quality Improvement (QI) efforts in which individual W-2 participant case history records are reviewed for consistency, accuracy or other QI purposes.*			X	X	X	X				
Interpretation services in which staff use sign language for the deaf or other secondary language skills they possess to explain W-2			X	X	X	X				

program information to participants.*										
Description of Task or Activity	Adm 8000	Program Elig (2001) 8001	W-2 Work Activ (2002) 8001	W-2 Educ (2003) 8001	W-2 Fam Pres (2004) 8001	W-2 Post-Empl Svcs (2005) 8001	W-2 FSET Adm or Pgm 2007	Refugee WAHMA Grant	Refugee E&T Adm 8133	FSET Supp 8336
Interpretation services in which staff use second language skills they possess to write, design, edit or otherwise develop brochures, posters, letters, newspaper articles or radio or TV ads meant primarily to convey programmatic information to current or potential W-2 participants who speak languages other than English.*			X	X	X	X				
Developing brochures, posters, letters, newspaper			X	X	X	X				

articles or radio or TV ads meant primarily to convey programmatic information to current or potential W-2 participants in English language.*										
Developing brochures, posters, letters, newspaper articles or radio or TV ads in any language meant primarily to convey public relations (PR) information to the general public.	x						x			x
Description of Task or Activity	Adm 8000	Program Elig (2001) 80001	W-2 Work Activ (2002) 8001	W-2 Educ (2003) 8001	W-2 Fam Pres (2004) 8001	W-2 Post-Empl Svcs (2005) 8001	W-2 FSET Adm or Pgm 2007	Refugee WAHMA Grant	Refugee E&T Adm 8133	FSET Supp 8336
Reviewing or participating in screening and assessment processes affecting W-2 participants.*			x	x	x	x				
Reviewing or participating in the selection or development of worksites to encourage current or potential employers			x							

to either supervise W-2 participants during work activities, or to hire “graduates” of work or training activities into unsubsidized employment.										
Developing, reviewing or approving post-employment services (a/k/a followup services) for current or former W-2 participants to help maintain post-program employment retention rates or other purposes.						x				
Operating, teaching, utilizing or repairing automated participant management information systems like CARES related to the tracking and monitoring of TANF requirements.			x							
Description of Task or Activity	Adm 8000	Program Elig (2001) 8001	W-2 Work Activ (2002) 8001	W-2 Educ (2003) 8001	W-2 Fam Pres (2004) 8001	W-2 Post-Empl Svcs (2005) 8001	W-2 FSET Adm or Pgm 2007	Refugee WAHMA Grant	Refugee E&T Adm 8133	FSET Supp 8336
Operating, teaching, utilizing or repairing other Information Technology (IT) systems NOT related to TANF requirements	x									

(e.g., County financial systems, E-mail systems, word processing systems, etc.).										
Preparing reports and other documents related to the tracking and monitoring of TANF requirements, including reports concerning programmatic performance in relation to progress in meeting W-2 performance standards.*			X	X	X	X				
Preparing reports and other documents related to W-2 or other expenditures, or other financial management purposes.	X									
Description of Task or Activity	Adm 8000	Program Elig (2001) 8001	W-2 Work Activ (2002) 8001	W-2 Educ (2003) 8001	W-2 Fam Pres (2004) 8001	W-2 Post-Empl Svcs (2005) 8001	W-2 FSET Adm or Pgm 2007	Refugee WAHMA Grant	Refugee E&T Adm 8133	FSET Supp 8336
Arranging, conducting, reviewing or otherwise		X	X	X	X	X				

assisting in the operation of any W-2 work activities, training / educational activities, family preservation and parenting activities, or post-employment services or activities. Specific examples follow.*										
Conducting job clubs or other group or individual W-2 participant activities on either a stand-in basis for other staff, or on a recurring basis as part of a planned routine.			X							
Reviewing, approving or arranging occupational classroom training or adult basic education instructional activities for W-2 participants.				X						
Teaching occupational classroom training skills or adult basic education skills to W-2 participants.				X						
Reviewing, approving, arranging for or teaching any type of family preservation and parenting workshops or classes.					X					
	Adm 8000	Program Elig	W-2 Work	W-2 Educ	W-2 Fam	W-2 Post-	W-2 FSET	Refugee WAHMA	Refugee E&T	FSET Supp

Description of Task or Activity		(2001) 8001	Activ (2002) 8001	(2003) 8001	Pres (2004) 8001	Empl Svc (2005) 8001	Adm or Pgm 2007	Grant	Adm 8133	8336
Reviewing, approving or arranging for any type of post-employment services or activities.						x				
Any of the above Programmatic tasks related to FSET (instead of TANF / W-2).							x			x
Any of the above Programmatic tasks related to Refugee E&T (instead of TANF / W-2 or FSET)								x	x	
Time of any front – line supervisors while supervising staff who conduct any of the above W-2 program activities.*			x	x	x	x				
Time of any front – line supervisors while supervising staff who conduct any of the above program activities related to FSET.*							x			x
Time of any front – line supervisors while supervising staff who conduct any of the above program activities related to Refugee E&T.*								x	x	

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Costs for supplies, equipment, travel, postage, utilities and rental / maintenance of office space related to any of the Programmatic tasks or activities appearing in this table.*			X	X	X	X	X			X
Costs for supplies, equipment, travel, postage, utilities and rental / maintenance of office space related to any of the Administrative tasks or activities appearing in this table.	X						X	X	X	X

*An asterisk means the specific activity to which time spent is charged simply depends on the nature of the activity you were conducting (e.g., developing a participant brochure related to post-employment services would be charged to CARS Code #2005, Post-Employment Services).

Basic principle: **Allocation of time between W-2 and Related Program Administration versus any W-2 and Related Programs Program Activity is to be determined by the function being performed**, not the job title of the position performing the function, and not by whether or not the position performing the function is supervisory in nature.